



Príomhoifigeach Daoine

Feidhmeannacht na Seirbhísí
Sláinte Ospidéal Dr. Steevens',
Baile Átha Cliath 8, D08 W2A8

Chief People Officer

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To:

- Chief Executive Officer**
- Each Regional Executive Officer**
- Each National Director**
- Each Assistant National Director HR**
- Each Assistant Chief Finance Officer**
- Each Regional Director of People**
- Each Regional Director of Finance**
- Each CEO Section 38 Agencies**
- Each HR Manager Section 38 Agencies**
- Each Employee Relations Manager**
- Each Group Director of Nursing & Midwifery**
- Each Group Director of Midwifery**
- Each Clinical Director**
- Head of HR, PCRS**
- Director National Ambulance Service**

From: Anne Marie Hoey, Chief People Officer

Date: 27th January 2025

Subject: HR Circular 003/2025 - Revision of Domestic Subsistence Rates

Dear Colleagues,

I wish to advise that the Department of Health has issued **Circular 3/2025** (Appendix 1) which sets out the revised standard rates of subsistence allowance in Ireland.

Application

The revised domestic subsistence rates are effective from **29th January 2025**. Please see the attached DOH circular for full details of these changes.

Standard Domestic Subsistence Rates

As set out in **DOH Circular 3/2025** the rates have been reviewed in accordance with an agreed recommendation made by the General Council under the Scheme of Conciliation and Arbitration for the Civil Service.

The changes include:

- An increase in the overnight rate from €195 to €205.53.
- An increase in the daily 5 hour subsistence rate from €17.92 to €19.25.
- An increase in the daily 10 hour rate from €42.99 to €46.17.

Vouched Accommodation (“VA”) rate for Dublin

A Vouched Accommodation rate continues to apply where difficulties are encountered sourcing suitable accommodation in Dublin within the standard rate. In such cases, a Vouched Accommodation rate will remain the vouched cost of accommodation up to a limit of the standard overnight rate (now €205.53) plus €46.17 (2 meal – 10 hour rate). In accordance with existing policy, employees are responsible for any cost of their accommodation which is in excess of the standard overnight or vouched accommodation rate.

The standard overnight rate will continue to apply where employees source accommodation and meals in Dublin within the rate. Where employees cannot source accommodation within this rate, they may claim the VA rate. Accommodation costs while claiming the VA rate must be vouched.

All managers are reminded of the requirement to continue to appraise, monitor and ensure that only essential travel is undertaken and that the number of employees on any official journey is kept to the absolute minimum.

Please ensure that this Circular is brought to the attention of all relevant managers in your area of responsibility including Payroll Managers. Please ensure that this Circular is brought to the attention of all relevant managers and staff in your area of responsibility as appropriate.

Queries

Queries from individual employees or managers regarding these arrangements should be referred to local HR Departments/Employee Relations Departments. Please note that the National HR Help Desk is also available to take queries on 1800 444 925 or email: ask.hr@hse.ie

Queries from HR Departments on the contents of this Circular may be referred to, HSE National Employee Relations, HR Directorate, HSE, Oak House, Millennium Park, Naas, Co. Kildare. Email: martina.canavan@hse.ie

Yours sincerely



Anne Marie Hoey
Chief People Officer